Risk Assessment

Activity:	School Visits				
Facility:	Salford Museum and Art Gallery	Completed by:	Luisa Neal	Date:	21.02.2023

Does the Activity involve any of the following (Tick all appropriate items)					
Chemical or substances (COSHH)		Electricity		Equipment	X
Fire		Height		Manual Handling	
Noise		Display Screen Equip		Lone Working	
Workers with Disabilities		Young Persons (workers)		Expectant Women	

Please refer to the separate risk assessments, policies and procedures for these hazards in your risk assessment (Guidance attached).
All staff must adhere to the museum Covid-19 Risk Assessment in place.

What are the hazards	Who might be harmed and how	What are you already doing	What further action is necessary	Action by who	Action by when	Done
Transmission of Covid-19 due to surface contamination	Visitors (children and adults) Staff	• Hand washing or hand sanitiser will be made available on entry to the building. This should be >60% alcohol based. • Items used during school sessions only and cleaned between visits.	• School staff are responsible for ensuring their group follows both school and Salford Museum &Art Gallery (SM&AG) guidelines.	SM&AG staff team and school staff.		
Eating packed lunches on site.	Visitors (children and adults) Staff infection/disease control/allergies	• Space where children are eating to be cleaned daily/tables wiped • Hands should be cleaned before and after eating . • No peanuts or peanut based products to be brought on site due to member of staff with severe allergy. Schools informed at time of booking.	• School staff are responsible for ensuring their group follows both school and Salford Museum &Art Gallery (SM&AG) guidelines.	SM&AG staff team and school staff.		

Slips/trips/falls	Visitors (children and adults) Staff	• To keep galleries and learning room tidy and any obstruction/rubbish/dirty glasses/spillage to be removed or stored out of the way. • Tables and chairs to be arranged to leave plenty of room for passing • All edging on stairs highlighted by different colour. Handrails in situ. Lift available. • -Accident reporting process in place	• School staff are responsible for ensuring their group follows both school and Salford Museum &Art Gallery (SM&AG) guidelines.	SM&AG staff team and school staff.		
Trapped fingers	Visitors (children and adults) Staff	• Slow closing doors/door guards/safety catches	• School staff / carers / group leaders are in responsible for the group and must remain with them at all times.	SM&AG staff team and school staff.		
Glass cases on galleries	Visitors (children and adults) Staff	• Cases made with toughened glass	• School staff / carers / group leaders are in responsible for the group and must remain with them at all times.	SM&AG staff team and school staff.		
Interactive displays/gallery	Visitors (children and adults) Staff	• Verbal warnings and adequate supervision from school teacher/s and Front-of-House staff • Some interactive displays have been removed from general use due to Covid-19.	• School staff / carers / group leaders are in responsible for the group and must remain with them at all times.	SM&AG staff team and school staff.		
Lark Hill Place: Low level lighting/trip hazards/fragile glass windows	Visitors (children and adults) Staff	• Verbal warnings from teacher/Front-of-House staff • No running/leaning on shop windows • Supervision from teacher and Front-of-House staff • Teacher/Guide to brief party before entering Lark Hill Place • Maximum of 35 children in Lark Hill Place: large groups will be asked to split up	• School staff are responsible for ensuring their group follows both school and Salford Museum &Art Gallery (SM&AG) guidelines.	SM&AG staff team and school staff.		
Handling of workshop materials. These may include: Carbolic	Visitors (children and adults)	• Instructions to wash hands thoroughly after handling materials. Antibacterial soap and hand gel provided.	• School staff are responsible for ensuring their group follows both	SM&AG staff team and school staff.		

soap Warm water Handling box of real and replica objects	Cuts Pokes Allergic reactions Poisoning/reaction if ingested. Choking if ingested	• School staff to inform heritage staff of any known allergies • All handling items to be checked regularly for safety and condition • Consumable items unused disposed of at the end of the session. • Accident reporting process in place	school and Salford Museum &Art Gallery (SM&AG) guidelines.			
Stranger danger/lost pupil/child protection	Visitors (children)	• SM&AG is open to members of the public. School staff to ensure all pupils are appropriately supervised in all areas of the museum (including the toilets), to include regular head counting. If lost pupils to approach members of museum staff. • Artists/ workshop/ event leader to possess public liability insurance where necessary. • Designated Safeguarding Officer (Ceri Horrocks) to give staff annual refresher sessions on the SCLL procedures for safeguarding	• School staff / carers / group leaders are in responsible for the group and must remain with them at all times.	SM&AG staff team and school staff.		
Emergency evacuation		• Staff trained in fire evacuation • Correct fire extinguishers in situ. • School groups signed in with number in group • School groups given an evacuation briefing at start of session to ensure all parties are aware of the fire alarm/emergency evacuation procedure and where the nearest fire exits are. • Facilitators to direct their group to the nearest emergency exit and to sweep room before leaving • School staff to complete headcount once assembled in designated safe area and inform SM&AG staff if any of the group are missing.	• School staff are responsible for ensuring their group follows both school and Salford Museum &Art Gallery (SM&AG) guidelines.	SM&AG staff team and school staff.		

Assessment review date: February 2024 (usually within one year, or earlier if working habits or conditions change)

Chemicals and Substances

Reference should be made to SCLL's COSHH policy, Legionella policy, needles and sharps procedures, staff training, SCLL's COSHH Assessments and Material Safety Data Sheets, safe storage and the usage information posters provided by Shorrocks.

Electricity

Reference should be made to SCLL's policy, Planned Preventative Maintenance, service and inspections (internal checks and external companies servicing), PAT and Periodic Inspection Reports of the installations (annual or 5 yearly).

Equipment-

Reference should be made to SCLL's Planned Preventative Maintenance/service and inspection (internal checks and external company servicing contracts), PAT, Lifting Operations and Lifting Equipment Regulations (LOLER) Inspections (hoists and lifts) and induction/training.

EG. Bouncy Castles will have PIPA Inspection and PAT testing annually, our own inspection check sheets on use, rules of use applied and enforced by trained supervision.

Fire

Reference should be made to SCLL's policy, the sites Fire Risk Assessment, daily and weekly check sheets, periodic external servicing and inspection of alarms, emergency lighting and extinguishers, staff training and fire drills.

Height

Reference should be made to SCLL's policy, guidance leaflets on the safe use of ladders and steps, internal inspection of ladders and steps and use only by competent persons.

Noise

Where necessary, SCLL has a noise reading device to assess the threshold of noisy activities, however, from samples taken there are few activities that trigger noise action levels.

Reference should be made to rotation of duties to reduce exposure as control measures and were appropriate PPE.

Display Screen Equipment

Refer to SCLL's DSE policy, DSE training, work station self assessment and eye test procedures.

Manual Handling

Reference should be made to SCLL's policy, the availability of mechanical aids such as trollies, trained staff, specific training for larger pieces of equipment. Individual Risk Assessments of staff take place as necessary due to permanent or temporary capability issues.

Lone Working

Refer to procedures for communicating and reporting in, systems for opening and leaving with bookings etc.

Expectant Women

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

Workers with Disabilities

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

Young Persons

Reference should be made to the recruitment process to identify the most suitable candidates, increased supervision, 1:1 meetings, induction and training.

Reference should be made to limitations on working time duration, breaks and shift work.

Young Persons must refrain from under taking duties involving machinery and hazardous substances unless supervised and as part of their training.